

## Conduct of Engineering Request for Variance or Alternate Method

Assigned by SMPO or SMPOR: ☐ Alternate Method ☐ Variance      Tracking number VAR- \_\_\_\_\_

### 1.0 Affected Document(s)

<input type="checkbox"/> Engineering Processes (e.g., P 341) <input type="checkbox"/> Engineering Standards (e.g., P 342) <input type="checkbox"/> Engineering Training & Qualification (e.g., P 343)  If against P documents themselves, revision: _____	Subordinate (Functional Series) document if applicable (ESM Chapter, Master Spec, AP, etc.):  Document Title/Number: _____  Revision: _____
Section/Para	
Specific Requirement(s) as Written in the Document(s)	

### 2.0 Request

Brief descriptive title:				
NCR required (work has occurred)? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, NCR Number		
TA-Bldg-(Room) and/or Project Affected		System/Component Affected		
Proposal				
Justification/Compensatory Measures				
Duration of Request:	Start Date:	End Date:	<input type="checkbox"/> Lifetime	
Requestor	Z Number	Organization	Signature	Date
USQD/USID required (Nucl. High/Mod Hazard)? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, USQD/USID Number		
Design Authority Representative	Z Number	Organization	Signature	Date
LANL Owning Manager (FOD or Programmatic)	Z Number	Organization	Signature	Date

### 3.0 Safety Management Program Owner (SMPO) Representative (SMPOR/POC)

<input type="checkbox"/> Decline <input type="checkbox"/> Accept <input type="checkbox"/> Accept Labwide <input type="checkbox"/> with Modification:			
POC	Z Number	Signature	Date

### 4.0 Additional Approval for P341 and APs; P342, ESM, Code, and Regulation Matters; and P343

<input type="checkbox"/> Accepted <input type="checkbox"/> Accepted with comments <input type="checkbox"/> Declined			
Comments:			
Safety or Security Management Program Owner	Z Number	Signature	Date

## Instructions

(Backside, need not print, not part of record)

### Purpose of Form (Request)

Per PD340 Conduct of Engineering (CoE), work for LANL shall not deviate from any contractually required LANL CoE documents in practice (execution) or in written direction to any LANL subcontractor unless the Laboratory has formally granted variance or approval of an alternate method to the project, program, or facility. This form provides the means for such an action.

When a clarification or interpretation is needed, refer to Form 2176 instead of this one.

The responders will categorize as an alternate method or variance; both boxes may be checked if proposal includes both and request or responses is clear on intent. Responders will also provide number; these are currently obtained from ES-DO (6-0600) and are in the format VAR-YEAR-XXX.Y, where XXX is a sequential number and Y is the rev (e.g., VAR-2010-001.0).

<b>Alternate Method</b>	A deviation from a requirement that includes compensatory measures that accomplish the desired intent or results but using a different approach with alternative method/technique, materials, design, or methods of construction or equipment.
<b>Variance</b>	A deviation from the written expectations. An exception.

### 1.0 Affected Document(s)

1. Check all that apply; however, requests requiring multiple POCs can have lengthened approval cycles and are discouraged.
2. When PD340 Conduct of Engineering is affected, follow the Policy Office's variance process.

Use continuation sheets and attachments as necessary, and reference or number as appropriate.

### 2.0 Request

**Title:** Create a short descriptive subject

**NCR:** List NCR number(s) when these are required (e.g., when Engineering Standards were not followed; when ML-1, 2, or 3, etc.).

**System/Component Affected:** Indicate what/where the request affects

**Proposal:** Describe what will not be explicitly met, and why.

**Justification/Compensatory Measures:** Describe why the proposal provides equal or adequate safety, cost-effectiveness, etc., and is in the best interests of LANL.

**Duration of Request:** Indicate whether temporary (start/end dates), or lifetime (end date is N/A)

**Requestor:** This is the originator of the request and must be a LANL employee.

**USQ/USID:** These are required when there may be a safety basis impact of a design change (including for repair and use-as-is NCRs).

**Design Authority Representative:** Defined by P313 and PD340. This is often the LANL Engineering Manager or Project Engineer, but others may be designated by LANL's Design Authority (Site Chief Engineer).

**LANL Owning Manager (FOD or Programmatic):** The LANL owner (future owner of project result) must indicate concurrence with the proposal since it may involve acceptance of a compromise or lesser outcome.

Requesting organization forwards to appropriate SMPOR/POC to complete Recommendation section.

### 3.0 Safety or Security Management Program Owner Representative (SMPOR/POC)

1. Here, the document's point of contact provides a recommendation to the final approver; affirmative recommendation is generally required for approval. Standards SMPOs and SMPORs are listed at <http://engstandards.lanl.gov>. SMPORs for Engineering Processes and T&Q are the program managers listed on the CENG-OFF website, and the SMPO is the Office Director. The final approver may N/A signatures for the SMPOR.
2. SMPORs shall consider the technical, cost-benefit, and DOE-contractual ramifications for not meeting established requirements and documents. Fire protection equivalencies and exemptions may have additional or alternative forms (contact Fire Marshal).
3. SMPOR forwards for final action whether or not they are concurring, when required below.

### 4.0 Additional Signature

1. For the Engineering Standards Program only, final approval is delegated to the SMPOR for non-code/contract, lower-tier standards such as the Master Specifications – and this marked N/A; see ESM Chapter 1 Section Z10 article "Clarifications..." for specific requirements. For all other actions on CoE documents, SMPO signature is required.
2. In some cases, copies of the request will be sent to LASO for oversight purposes (e.g., certain pressure safety equipment). Also, when a request affects non-delegated LANS/LASO contractual code or regulatory compliance, DOE approval is required.
3. Distribution: Requestor, SMPO, SMPOR, CENG-OFF Program Manager
4. Copies of all requests (approved and otherwise) will be retained in CoE-accessible records by ES-DO. Those providing value to multiple projects may be posted on the CoE webpages until affected documents are updated to incorporate the approved change.